



International Mail Manual

Issue 31

May 2005

- A. Purpose.** The U.S. Postal Service® has created a comprehensive Transformation Plan that defines the actions being pursued to continue fulfilling its long-standing mission of providing affordable, universal mail service. The Plan's key strategies include improving operational efficiency, supporting growth through added value to customers, and enhancing our performance-based culture. Many of the subjects contained in the *International Mail Manual* (IMM) support Transformation Plan efforts. It is more important than ever that each of us be aware of the latest policies, regulations, and procedures that affect our international operations so that we can effectively implement the elements of the Transformation Plan. This latest revision of the IMM will help you do that.
- B. Explanation.** Issue 31 replaces Issue 30 of the IMM. It contains all IMM revisions published in the *Postal Bulletin* from August 5, 2004, through May 12, 2005. Items published in the *Postal Bulletin* after May 12, 2005, are effective but have not been incorporated into Issue 31. In addition, Issue 31 corrects printing and format errors and omissions in Issue 30. Recycle Issue 30 and all previous issues of the IMM.
- C. Summary of Changes and Change Bars.** The Summary of Changes contains a description of the changes made to the manual since Issue 30. In chapters 1–9, a change bar (a vertical line in the margin) signals that the adjacent text has been revised.
- D. Forms Index.** In the Forms Index, each form mentioned in the IMM is cross-referenced to each section that contains a reference to that form. By using the Forms Index, if you know the title or number of a form, you will be able to find every section in the manual that contains a reference to that form.
- E. Distribution.** There is no automatic distribution of the IMM to Postal Service™ facilities. To order copies of the IMM, Postal Service facilities must contact the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order the IMM (contact the MDC for price, maximum quantity, and bulk pack quantity):

PSIN: IMMISSUE
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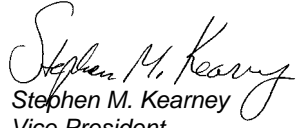
The electronic version of the IMM is available on the World Wide Web and on the internal and external Postal Service Web sites at <http://pe.usps.gov>, and once at that site, click on *International Mail Manual* (IMM).

- F. Sale to the Public.** The IMM is available to the public on a subscription basis only from the Superintendent of Documents, Government Printing Office (telephone number: 202-512-1800). The subscription price for one issue is \$36 to addresses in the United States and \$50.40 to all foreign addresses. Turn to the third page of this manual for instructions and an order form.

- G. Comments.** If you cannot find or understand certain material or discover that topics were omitted, send a memo outlining the problem through management channels to:

MAILING STANDARDS
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 3436
WASHINGTON DC 20260-3436

- H. Effective Date.** Issue 31 is effective May 2005.



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Pricing and Classification